

CITY OF DETROIT FISCAL 2002/03 BUDGET

AGENCY 70 CITY CLERK

MISSION

The Office of the City Clerk is an elected and Charter Mandated agency with duties that are described in Article 3 Section 4-111 and Article 4, Section 3-101,102, 105 of the City of Detroit, City Charter (circa 1918,1974 and 1997.

DESCRIPTION

The Office of the City Clerk meets the Goals of the Agency as defined by the City Charter and serves as the keeper of records on behalf of the City of Detroit regarding the business transactions of the Legislative and Executive Branches of government. The City Clerk also maintains the Custodial role of the Corporate Seal of the city and all duties including certification and administration of all official city documents, Oaths, Affidavits, including provision for responding to citizens, et.al requests for information and exercising the power and duties as prescribed by law and the City Charter. In order to meet this broad goal and attending objectives, inclusive of developing measures of performance and outcomes, requires ongoing planning, implementation strategies and incorporating goal based budgeting processes for effective management and the provision of quality services.

Additional duties and responsibilities as prescribed by Charter are to serve as the Chair of the Election Commission and perform oversight duties for the Department of Election and general supervision for all elections that take place in the City of Detroit.

GOALS

1. Carry out the directions of the City Council as efficiently as possible.
2. Maintain the records of the City for citizens and other City departments.
3. Administer specific citizens information and communications programs.

DEPARTMENTAL FINANCIAL INFORMATION

	GENERAL FUND	TOTAL
EXPENDITURES	\$4,433,695	\$4,433,695
REVENUES	<u>0</u>	<u>0</u>
NET TAX COST	\$4,433,695	\$4,433,695
POSITIONS	30	30